



# **Mercer County One-Stop Career Center**

## **Job Recruitment**

**26 Yard Avenue, Trenton, NJ**

### **Consolidated Services Group**

#### **General Clerical Staff**

**Mercer County location.**

**Day shift.**

***Public Transportation.***

**Wednesday, November 19, 2014**

**9AM-Noon**

**ALL INTERVIEWS ARE BY APPOINTMENT ONLY.**

**PLEASE CALL 609-989-6200 TO SCHEDULE  
APPOINTMENT. NO WALK-INS.**

#### ***Requirements:***

**General Clerical Staff (NJ0931115)** Seeking multiple, full-time employees. General clerical work in medical insurance services office handling telephone tasks; data entry and other basic computer tasks; and, other clerical duties as assigned. Knowledge of medical terminology a plus. Must be professional, conscientious and detail oriented. Competitive pay.

Bring updated resume and two forms of identification. Dress appropriately for interview.

*Mercer County One-Stop Career Center is an Equal Opportunity Employer with Equal Opportunity Programs.  
Auxiliary aids are available to all individuals with disabilities.*

Brian M. Hughes, County Executive

(Rev. 10.30.2014)